**Ref No. \_\_\_\_\_\_\_\_\_\_\_**

To:

Name of the organization:  
Address:

**Subject: Covering letter for tender submission**

Dear Sir/Madam,

It is to notify you that we are submitting the document comprising our bid of the tender that you advertised on behalf of your organization. The tender number we are targeting is 23532.

Our tender document includes the following information:

1. Notice soliciting tenders
2. Bid of price
3. Clauses of the agreement
4. Letter of undertaking
5. Bank guarantee
6. Agreement

We acknowledge the fact that your organization holds all the right to reject our bids without giving any solid reason. We also accept that your company is not bound to accept a bid that is too low. We are ready to sign the contract with you in case you show a willingness to accept our bid and work with us. The draft of the contract is also attached to this letter.

We are hopeful that you will consider our bid. We assure you that our staff will show strong commitment towards the work it is committed to doing.

Looking forward to your kind response.

Regards,

Name of the sender

Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_